



Position Title: SubGrants/Project Coordinator.

Contract: Full-time.

Reports To: Project Manager.

Starting Date: Immediately

Location: Amman (possibility of travel and stay within Jordan)

Deadline for applications: 17 February 2024

Rasheed (Transparency International-Jordan) was established at the end of 2013, as a not-for-profit civil society organization, through a group of activists working in the field of anti-corruption. Rasheed (Transparency International-Jordan) commenced work in Amman at the beginning of April 2014, and it represents the only official contact group of Transparency International in Jordan.

Rasheed (Transparency International-Jordan) aims to reinforce the involvement of the Jordanian citizen in anti-corruption activities, protect public, private, and local governance institutions against corruption, enhance the efficiency and independence of auditory bodies, and reinforce the performance of Rasheed (Transparency International-Jordan) towards achieving its mission and vision.

Primary Responsibilities of the SubGrants/Project Coordinator:

- Actively contribute to the planning and updating of the project concepts and activities
- Create and maintains projects' database and project action plan, follow up and update relevant data to produce accurate information, and maintain and report up-to-date information on projects as required;
- Conduct regular field visits to the targeted areas to monitor and ensure the implementation of project activities;
- Monitors financial expenditure of projects, and assists in developing alternative financial plans;
- Collects data and information on the progress of project implementation for use in the monthly monitoring report;
- Ensures that all project activities and relevant documents are documented/archived according to donor requirements;
- Document and follow up on relevant stakeholder meetings, internal portfolio meetings, as well as team meetings/carrying out specific tasks which are required for planning and implementation of planned activities;
- Support the organization of and logistics for the activities of the project. Arrange appointments with local stakeholders and experts in the field (these tasks include presentations, briefing papers, and related materials);
- Prepare terms of reference for service providers and consultants and follow up on the deliverables;
- Assist the project's technical implementation in alignment with the financial agreement.

General Partnerships/Sub-Grants Duties:

- Support and Co-lead and Participate in regular pre-award assessment cycle
- Support in agreement review process for new subawards.

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- Support and co-lead with start-up kick off calls/meetings including developing compliance/awards summaries for new subawards.
- Support in facilitating different modification requests received from partners
- Support in the closeout process for the subaward
- Leads the filing system for subawards in Rasheed (TI-Jordan) subawards box folders including ensuring audit-ready file management.
- support, coordinate and provide necessary support to all Rasheed (TI-Jordan) sub-grant partners
- Ensure that monthly meetings are routinely and regularly conducted with Rasheed (TI- Jordan) sub-grant partners for each respective sites and minutes are shared by the sites accordingly
- Consult the Project Manager as needed for enhanced monitoring and evaluation exercises according to Rasheed (TI-Jordan) best practices and compliance requirements for partners
- Draft and review Memorandum of Understanding (MOUs)
- Track changes related to the Memorandum of Understanding
- Provide capacity support to all facilities under MOUs with the collaboration with the program and operation teams
- Ensures that all expenditure documents accomplish the donor financial policies, procedures and requirements
- Gets all the information and documents related to the procurement process of the partners and ensure the respect of the donor's procurement procedures
- With the support of the Logistic department, updates inventory records pertaining to project assets and verifies the accuracy of the supporting documentation
- Collect from the partners all the relevant information regarding the stocks procedures and management related to the project.
- Continuous follow on the implementation of the capacity building plan during the subaward life cycle
- Follow on the implementation of the monitoring plan during the subaward life cycle
- Assess performance of youth using the available tools and checklists
- Ensure proper documentation of all capacity trainings and all related documents to the capacity enhancing for the partners
- Ensure proper documentation of all monitoring related documents to the capacity enhancing for the partners
- Reporting
- Support in the sub-grantees reporting review process, with a keen attention to detail to ensure content is of high quality, accurate, and consistent prior to final submission.
- Give administrative and office support activities that ensure the project folders are complete and arranged (agreements, amendments, signed reports, communications, etc.)
- Assist in compiling and disseminating any information necessary to other departments and to the donor
- Support in the review process of financial reports of the partners prior to submission to the donor.
- Maintain an updated tracker for the financial spending of the partners

Coordination and Follow-Up:

- Coordinate and follow up on project implementation with concerned support departments; report any delay or problems hindering the implementation of the project;

- Provides professional coordination with the implementing partners and liaises with important governmental, institutional, and local stakeholders, including civil society, the donors, and the private sector;
- Communicates and liaises regularly with all relevant stakeholders, and contributes to establishing good relations with them;
- Monitors and coordinates with consultants and short-term experts assigned to the project;
- Maintains close communication and proactive coordination with donors to follow up on the establishment of project schedule, ensuring conformity with the Program's plans and priorities;
- Coordinates the implementation of technical and soft skills training sessions.

Qualifications:

Academic and Professional Qualifications

- A Bachelor Degree in Law, Economics, Business Administration, or other related disciplines.
- At least 5 years of relevant experience in project coordination preferably in an NGO.
- Excellent command of written and spoken English and Arabic.
- Exceptional verbal, written, and presentation skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.

Competencies

- Project management skills.
- Organizational skills.
- Analytical and statistical skills.
- Communication and problem-solving skills.
- Integrity, professionalism, and ability to work under pressure.
- Ability to work effectively both independently and as part of a team.
- Knowledge of file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.

To Apply:

Interested candidate shall send their resume with a cover letter in English to the following Email: careers@rasheedti.org with "Project Coordinator" noted in the subject box.

Rasheed For Integrity and Transparency (Transparency International - Jordan) provides equal opportunity as well as fair and equitable treatment in employment to all people without regard to race, color, religion, sex, origin, age, disability, political affiliation, or marital status.